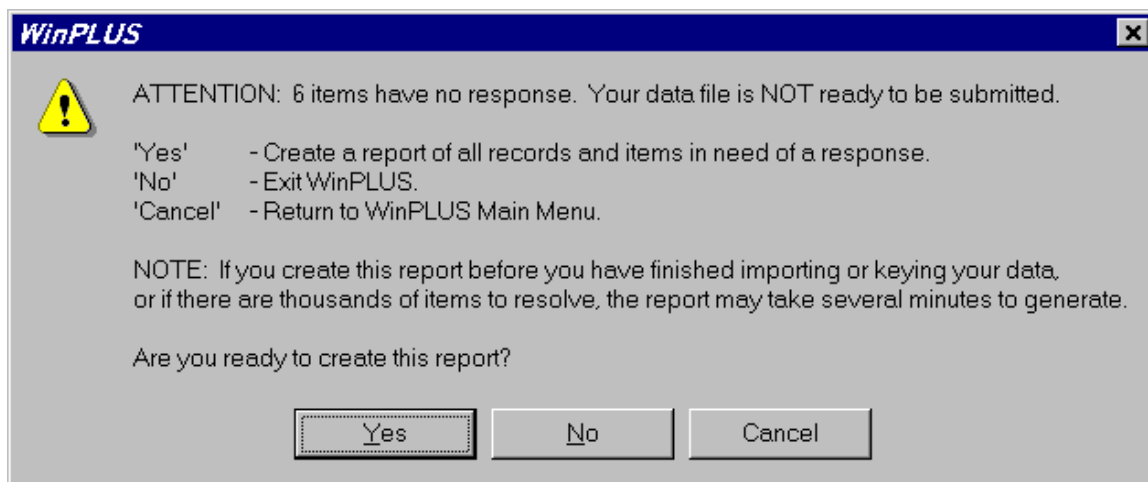


6 PREPARE FILE FOR SUBMISSION

When your data are edited and final, run the 'Non-response (-2) Report' by selecting the 'Quit' option on the WinPLUS Main Menu.

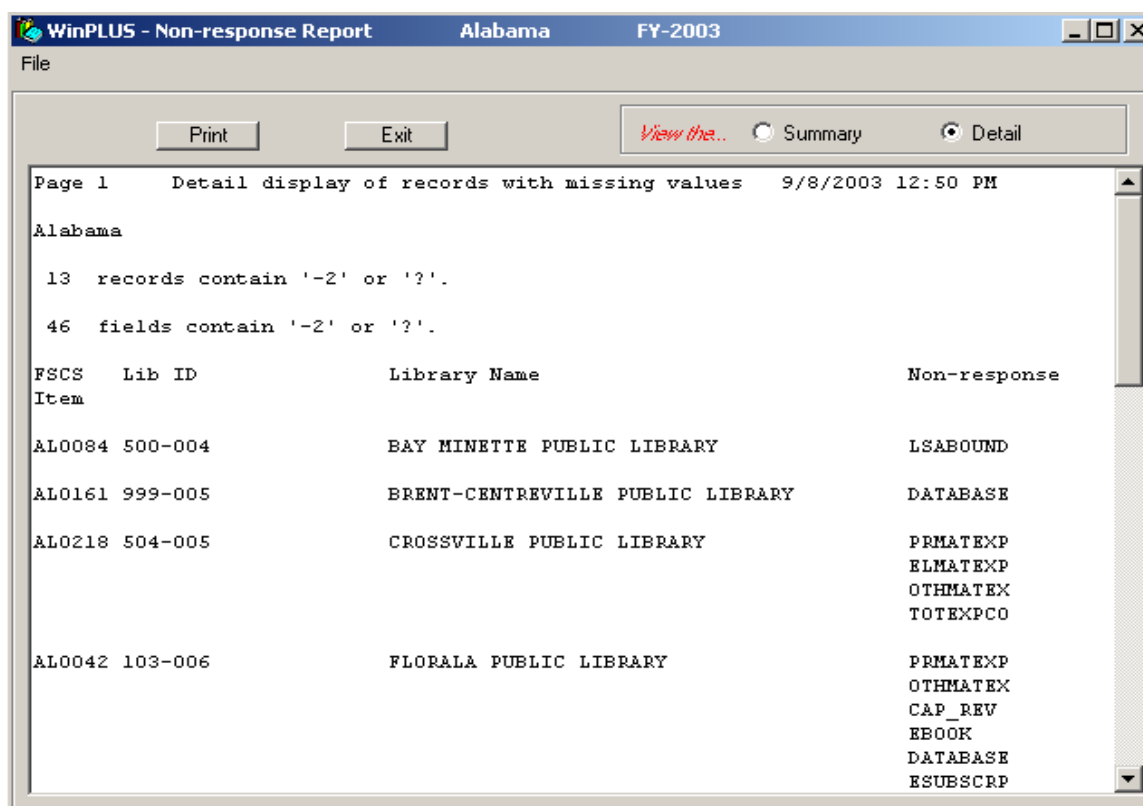
Note:

- No data file containing -2s will be accepted for submission to NCES. When you select the 'Quit' option and then select "Yes", the 'Non-response (-2) Report' will be generated (if applicable), listing the records that contain -2s in the administrative entity file and outlet file, along with the following message: 'ATTENTION: [#] items have no response. Your data file is NOT ready to be submitted.' Please review the report, enter valid data, and rerun this option.'
- This option should be run even if you are zipping/ FTPing your files to send to Census.

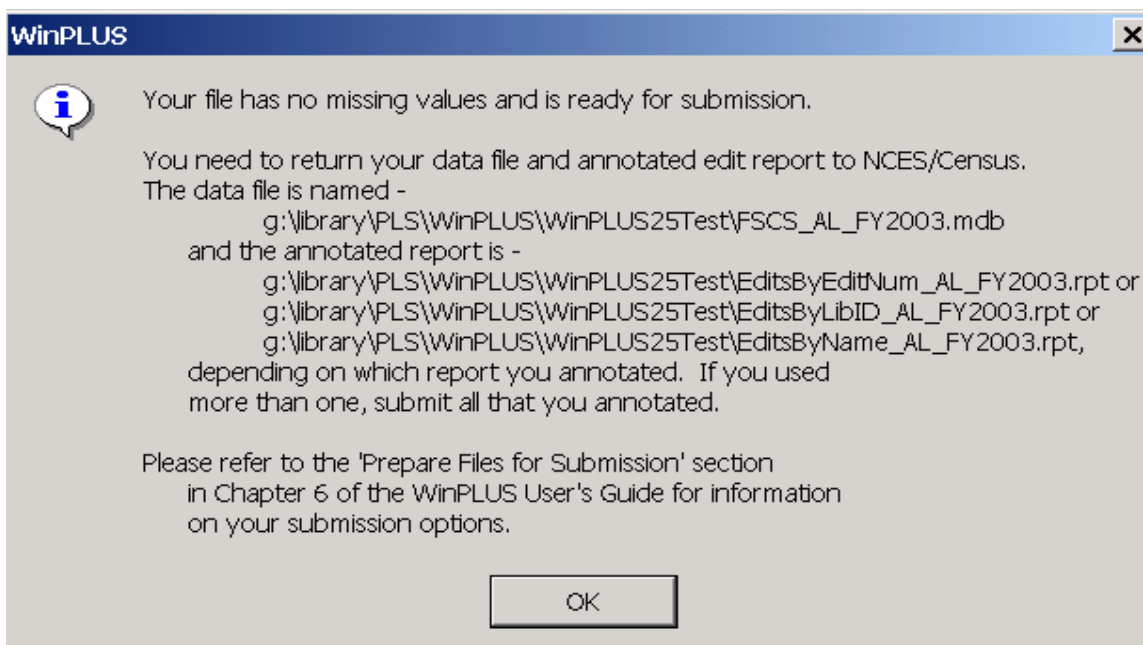


The user may view the 'Non-response (-2) Report' by 'Summary' or by 'Detail' by clicking on the desired option. Use WinPLUS Main Menu option 'View/Update Administrative Entity or Outlet Records' to replace the -2s with valid data, and then proceed again with the 'Quit' option to verify that no -2s are on your files before submitting the data.

The following screen shows the 'Detail' view of records that contain -2 values. Items with -2s are listed in the column labeled "Non-response".



If your data file does not contain -2 values, the following screen will be displayed, providing instructions for submitting your data files.



The following materials must be received for your data submission to be complete:

1. Your final, edited data file (**fscs_XX_FYZZZZ.mdb**). Your state abbreviation will replace 'XX' and the fiscal reporting end year will replace 'ZZZZ' in the file name. The file can be sent by Web browser, FTP, e-mail, or regular mail. **Please verify that the file is included in the transmission.**
2. A copy of your annotated final edit report (sent through the same options listed above). Annotations should be made to the final edit report regarding data that fail edits but are in fact correct, to eliminate unnecessary edit follow-up by Census. You may annotate the edit report in the WinPLUS software, print the edit report for annotation by hand, or open the edit report in Word or another word processing program for annotation. **Please read section 5.9—View/Annotate Edit Report before annotating the final edit report using WinPLUS!** If you submit an unannotated edit report, you must include explanations about the data in a cover letter, including statements that you have reviewed the edit report and the data are final.
3. The signed State Librarian Certification form. You can find a copy of this form in the letter you received with the user's guide. When you submit the form, NCES requests that you enter (in the box provided near the bottom) the number of hours it took to prepare your data for entry into WinPLUS and to review and annotate the edit report. NCES is required to provide the Office of Management and Budget (OMB) with statistics regarding your total paperwork burden.

Within one day, Census will review the materials and let you know if anything further is required before edit follow-up.

If you have any questions about the data submission options described below, please contact Cynthia Ramsey or Laura Hudgins at (800) 451-6235 or via e-mail at **govs.pls@census.gov**.

Data Submission by Web Browser or File Transfer Protocol (FTP)

You are encouraged to submit your data file (fscs_XX_FYZZZZ.mdb) and annotated edit report file (EditsByEditNum_XX.rpt, EditsByLibID_XX.rpt, or EditsByName_XX.rpt, as appropriate) over the Internet via a Web browser or via a File Transfer Protocol (FTP) program. You can fax your State Librarian Certification form to the PLS Census Staff at (866) 394-0138. Note: Only one file at a time can be sent by FTP. So, please follow the direction to send your data file and edit report separately.

To submit your files via a Web browser, go to www.census.gov/govs/www/pls.html and select 'Submit Data via FTP'. Complete the form and then click on the 'Send File' button.

If you are using an FTP program, ftp.census.gov is the Census FTP server. Log on with the user name 'anonymous' and your e-mail address for the password. Change to the 'pub/incoming/govs/pls' directory. Transfer your data file (fscs_XX_FYZZZZ.mdb) and edit report file (EditsByEditNum_XX.rpt, EditsByLibID_XX.rpt, or EditsByName_XX.rpt, as appropriate).

If your transmission is successful, you should see a 'Send File Results' screen that displays the file name and size under both the 'Transfer Information' (what you sent) and 'Results of Transfer Request' (what we received) section. If any other screen is returned, your transmission did not go through and you should try again. If you continue to have problems, please contact the PLS staff at (800) 451-6235 or via e-mail at **govs.pls@census.gov**.

Data Submission by E-Mail

You may submit your data file (fscs_XX_FYZZZZ.mdb) and annotated edit report file (EditsByEditNum_XX.rpt, EditsByLibID_XX.rpt, or EditsByName_XX.rpt, as appropriate) over the Internet by attaching the files to an e-mail message addressed to **govs.pls@census.gov**. You may want to use file compression software (e.g., PKZIP) to compress the files and package them all within one file. This will save space and may simplify the transfer.

You can fax your State Librarian Certification form to the PLS Census Staff at (866) 394-0138.

If you choose to send any portion of your data submission via overnight delivery, please refer to the instructions below.

Note: The U.S. Postal Service is not recommended for submitting your files due to added security measures that often result in damaged materials and interfere with prompt delivery. However, if you choose this method, please be sure to use the mailing address for the U.S Postal Service listed below.

Data Submission by Regular Mail. Please mail your complete FSCS submission to:

**Overnight Delivery—Federal Express
or United Parcel Service (UPS)**

Cynthia Ramsey or Laura Hudgins
U.S. Department of Commerce
U.S. Census Bureau
8905 Presidential Parkway
Washington Plaza, Bldg 2, Room 508
Upper Marlboro, MD 20772
Phone: (301) 763-1568

**U.S. Postal Service—including
Express Mail**

Cynthia Ramsey or Laura Hudgins
U.S. Department of Commerce
U.S. Census Bureau
Washington, DC 20233-6800

If you mail your submission, please send an e-mail message to **govs.pls@census.gov** to let Census know you sent the file.